



Annual Book Sale at the Stonington Village Fair August 7, 2021

Instructions for Cashier Volunteers

- Safeguard the cash boxes at all times.
- When volunteers arrive for their shifts, direct them to Micayla if they haven't already spoken with her. Also, point out the bins where volunteers can store their belongings.
- Give sales shift volunteers \$20 in small bills to keep in their apron pockets. Volunteers will accept payment from customers and make change with their pocket cash. When their pocket cash exceeds \$20, volunteers will bring excess cash to you to be deposited into a cash box.
- Customers may pay by check made out to SFL. Volunteers will bring checks to you. Make sure checks are made out correctly and signed.
- Keep \$50 in small bills in the cash box at all times. When \$200 accumulates in a cash box, flag Micayla or Karla who will take the excess cash into the library for safekeeping.
- Help manage the distribution and return of aprons. Check apron pockets for cash and put it into a cash box.
- Help manage the water and supplies stored on or under the cashiers' table.
- Keep an eye on the bankers' boxes. We want to save them for next year.
- For cashiers on Sales Shift 3: When the sale ends at 4:00, hand off the cash boxes to Micayla or Karla.
- We hope you have fun and thank you for volunteering.

Book Prices

- Hardcovers \$3
- Large paperbacks \$2
- Small paperbacks \$1
- Children's hardcovers \$2
- Children's paperbacks \$1
- Coffee table books \$5
- Audiobooks \$2
- Special books as priced

At 3:15, all books
(except special books)
will be sold for \$5 a bag.